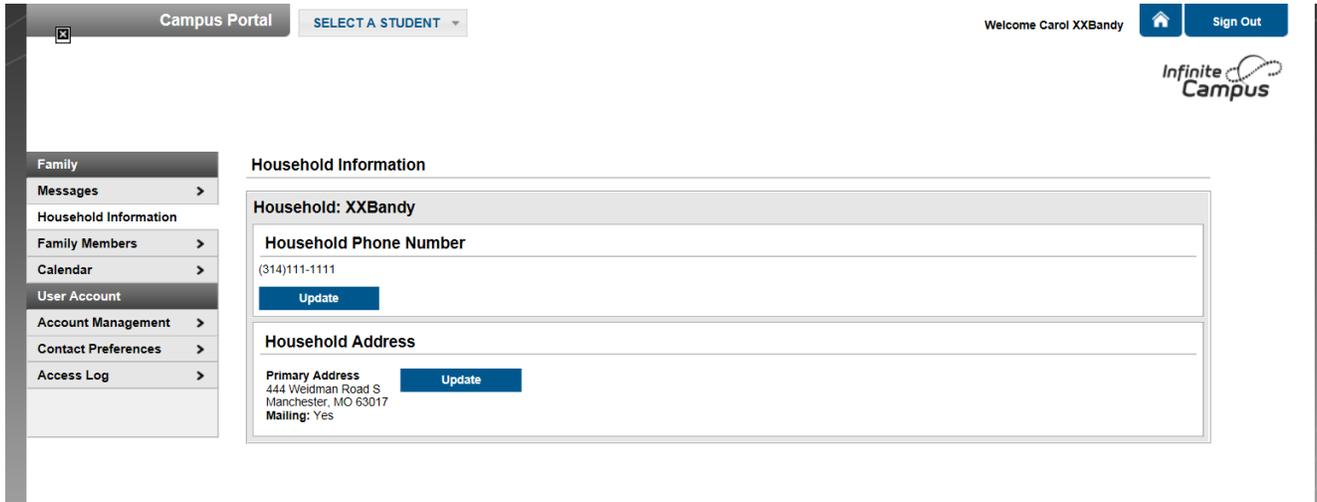


PARENT PORTAL PROCESSOR INSTRUCTIONS

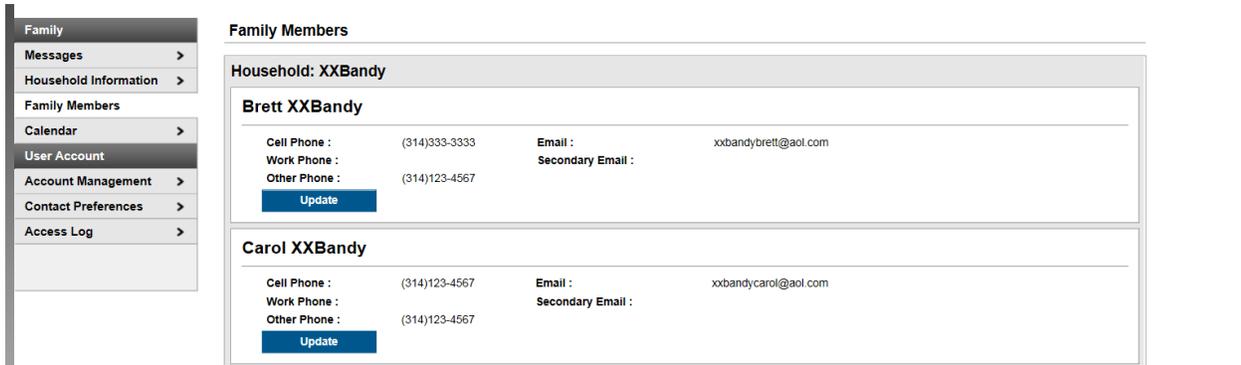
To make any changes to Household Phone Number and Household Address:

- Sign into the Parent Portal
- Choose Household Information on the left hand side
- Choose Update under requested change options
- Make your changes and click **Send Update**



To update Family Member contact information:

- Choose Family Members on the left hand side
- Choose Update under requested change options for all family members
- Make your changes and click **Send Update**



To make changes to student information & Non-Household Contact Information:
 Choose your student from the **Select A Student** drop down list at the top
 Choose Demographics

This section will allow you to change any personal information.
 You will have the ability to change names, gender, date of birth and race.

You can make changes to existing contacts, remove contacts and add additional contacts.

Make all your changes and click **Send Update**

The screenshot displays the Infinite Campus interface for a user named Johnny XXBandy. At the top, there is a navigation bar with the user's name, a "SELECT A STUDENT" dropdown menu, and a "Sign Out" button. Below the navigation bar, the student's information is shown: "13-14 XXTESTING 3 Middle" and "Grade: 07".

A sidebar on the left contains a menu with the following items: Johnny, Calendar, Schedule, Attendance, Grades, Demographics, Family, Messages, Household Information, Family Members, Calendar, User Account, Account Management, Contact Preferences, and Access Log.

The main content area is titled "Demographics" and contains a form for "Johnny XXBandy". The form has a "Personal Information" section with the following fields:

Legal Name:	Johnny XXBandy	Date of Birth:	08/10/2000
Gender:	M	Hispanic/Latino:	
		Race(s):	White

Below the personal information is an "Update" button.

The next section is "Non-Household Contacts". It lists two contacts:

John Smith

Work Phone :		Relationship with Johnny:	Step-Father
Cell Phone :	(314)222-1212	Guardian:	No
Other Phone :		Contact Order:	
Email :	jsmith@yahoo.com	Secondary Email :	

Buttons for "Update" and "Remove" are provided for this contact.

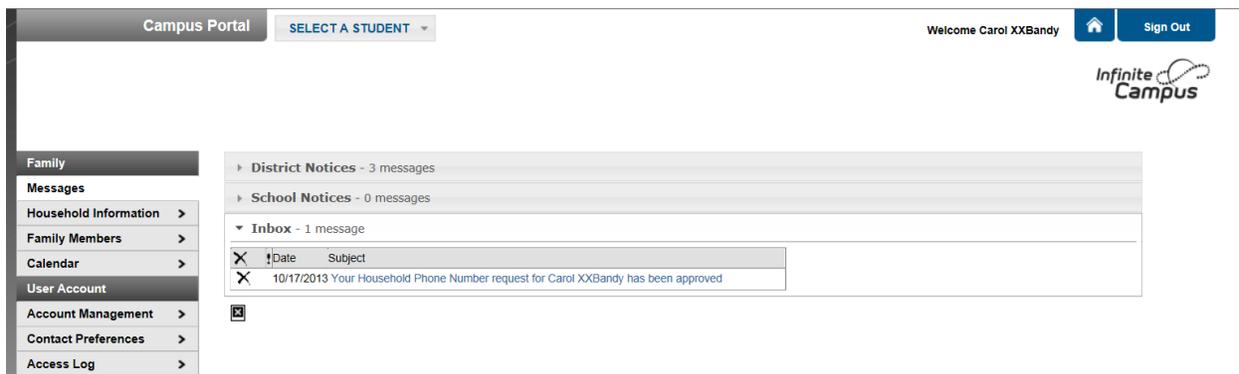
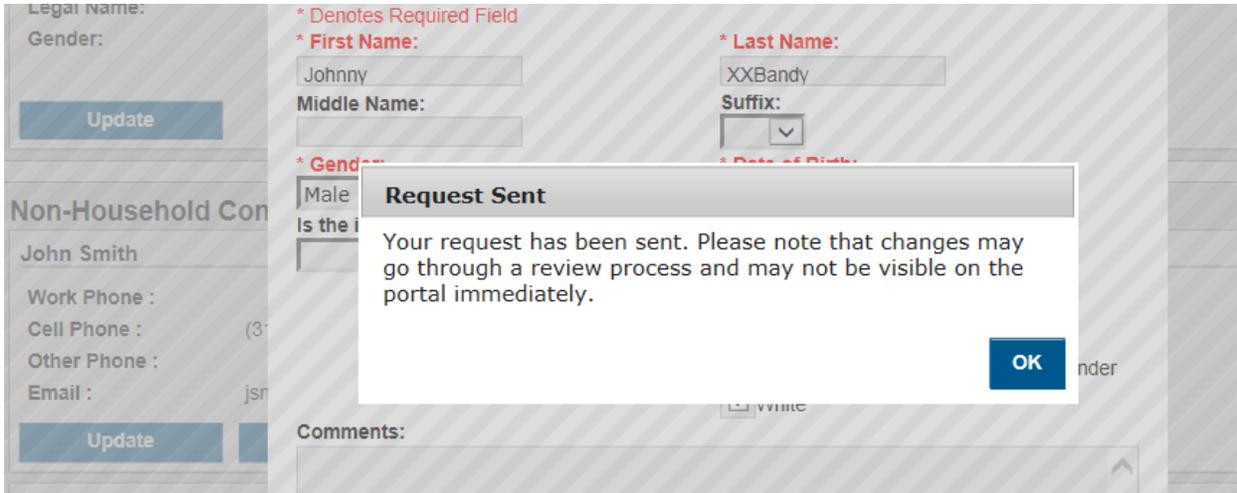
Lisa XXBandy

Work Phone :	(314)222-2222	Relationship with Johnny:	Emergency Contact
Cell Phone :		Guardian:	No
Other Phone :	(314)111-1111	Contact Order:	
Email :		Secondary Email :	

Buttons for "Update" and "Remove" are provided for this contact.

At the bottom of the "Non-Household Contacts" section is a "+ Add Contact" button.

The message below will let you know that your update request has been made and the corrected information will be sent to the Registrar's office for review. This review may take up to 24 hours for processing.



After your request has been reviewed by the registrar you will see a message in your Parent Portal In-Box stating whether or not your request has been **approved** or **denied**.

You will also have the ability to add additional comments in all your sections submitted as well as the registrar giving you an explanation as to why your request was denied.